



City of California City
Housing Corporation
1 Desert Jade Ci
California City, CA 93505

REQUEST FOR PROPOSAL (RFP)

To provide general maintenance and upkeep of interior and exterior to a 100 unit apartment complex.

DUEOctober 27, 2017

TIME10:00am

CITY OF CALIFORNIA CITY

Request for Proposal to Provide: Maintenance and Repair Services

The City of California City is seeking a qualified maintenance person to help with its 100 unit apartment complex.

Applicants are specifically directed not to contact any City personnel, other than the Contact Person indicated below, for any purpose related to this RFP. **Unauthorized contact of any City personnel may be cause for rejection of a vendor's proposal.**

All inquiries concerning this RFP should be directed to the following Contact Person:

Amy Hurtado
Housing Manager
1 Desert Jade Ci
California City, CA 93505

Envelopes/packages containing the proposals are to be marked:

PROPOSAL: 'Maintenance Person' and **delivered to:**
City of California City
Attn: Amy Hurtado
1 Desert Jade Ci
California City, CA 93505
Telephone: (760) 373-5659

Projected Timetable

The following dates are set forth for information and planning purposes only. These dates may be changed by the City upon notice to prospective applicants:

Issuance Date September 27, 2017
Proposal Due Date October 27, 2017
Proposal Due Time Before 10:00 a.m.

Postmark date will not constitute timely delivery. Responses received after the above time **will not** be considered. Applicants are solely responsible for ensuring timely receipt of their proposals.

JOB DESCRIPTION

We are looking for a reliable person to undertake general repair tasks for our complex. Some tasks include, but are not limited to: home appliances installation and repair, odd jobs for both the interior and exterior of the location, some custodial duties, painting, carpentry, minor landscaping, electrical, the ability to identify major repairs if needed, drywall repair, plumbing, building maintenance and repairs.

REQUIREMENTS

Applicant must be able to provide experience as a general maintenance person, have experience with hardware tools and electrical equipment, good communication ability, attention to detail, basic knowledge of general building maintenance and repairs; must also have a city business license.

DETAILS

Applicant will be needed 3 days a week, 3 hours a day for work orders or repairs deemed necessary by the City or management. Once schedule is set, applicant will contact management for work orders needing completion for the day. Once work orders are completed, they'll be turned back into management for tracking purposes.

PAYMENT SCHEDULE

Periodic payments will be made to the Applicant upon submission of an invoice, based on a payment schedule to be developed and included in the final agreement for services.

BACKGROUND REVIEW

The City reserves the right to conduct a background inquiry of each applicant that may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories, reputation in the business community and financial condition.

RESUME

Applicant must submit a resume with any certificates and qualifications of employees that might be providing this service along with the following information:

- Name, address and phone number
- Description of education
- General experience
- Experience or education related to the RFP project
- Letters of reference, if available

Also provide a list of all clients, if any, to whom you have provided similar services over the last two years, but are not currently working for. Please indicate why you are not currently providing services to said client(s).

